



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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February 20, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add seven (7) new positions in the unclassified service to implement the provisions of Measure A in the Executive Office, Board of Supervisors, to change the salary of two (2) non-represented classifications, to implement the results of classification studies, and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organization Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

"To Enrich Lives Through Effective And Caring Service"

These classification and compensation recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

FISCAL IMPACT/FINANCING

The projected budgeted net County cost resulting from this action is \$43,575 annually based upon salaries as of October 1, 2006. Incumbents of filled positions promoted as a result of upward reclassifications generally receive increases ranging from 5.5 to 10 percent. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

New Unclassified Positions

Seven (7) unclassified positions are being created for various commissions in the Executive Office, Board of Supervisors to reflect the continuing implementation of Measure A which was ratified at the March 7, 2000 special election (Attachments A and C). As you may recall, Measure A removed chief deputies and assistants or deputies next in line of authority from the Civil Service System.

Salary Changes

The salary of the Chief, Aviation Division, Public Works is being changed commensurate with the reduction in day-to-day operational responsibilities of this position (Attachment A). The Department is in the process of recruiting for this position and this action will allow them to recruit at the appropriate level. A salary change for the Executive Director, Arts Commission is being recommended to provide compensation that appropriately recognizes the level of responsibility of the position.

Title Changes

The titles of five (5) represented classes in the Auto and Power Equipment Repairing Group have been approved for title change by the Employee Relations Commission (ERCOM) to reflect the increased technical nature of automotive maintenance and repair which now includes maintenance of more technically complex vehicles such as hybrids (Attachment A).

Reclassifications

There are 20 positions in five (5) departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Technical Corrections

The item number originally assigned to the recently established class of Assistant Administrator, Regional Planning is already in use by an existing class. The new item number assigned will correct that error. Likewise, the salary correction for the Administrative Deputy, DA (UC) reflects the salary adjustment as adopted by your Board on May 2, 2006 pursuant to our April 18, 2006 countywide reclass letter. Also, included are budget adjustments for the Departments of Health Services and Mental Health to reflect revised allocations made in conjunction with the FY 2006-07 Supplemental Budget.

Authority

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

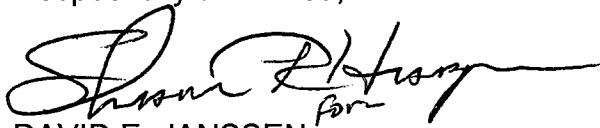
Approvals

- Appropriate consultations have been conducted with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David E. Janssen", with a stylized flourish extending to the right.

DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SRH:WGL
PHG:VMH:mst

Attachments (3)

- c: Director of Personnel
- Executive Officer, Board of Supervisors
- County Counsel
- Auditor-Controller
- Affected Departments

ATTACHMENT A**CLASSES RECOMMENDED FOR ADDITION**

Benefit designations are being shown for information only and are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

Savings/ Health Plan	Item No.	Title	Salary Schedule & Level	
Savings	1113	Chief, Civil Service Commission and Employee Relations Commission (UC)	N23	R9
Savings	2610	Director, Information Systems Advisory Body (UC)	N23	R14
Savings	9106	Executive Assistant, Commission for Children and Families (UC)	N23	R10
Savings	8808	Executive Director, Arts Commission (UC)	N23	R12
Savings	1023	Executive Director, Commission on HIV Health Services (UC)	N23	R11
Savings	1074	Executive Director, Countywide Criminal Justice Coordination Committee (UC)	N23	R12
Savings	9094	Executive Director, Inter-Agency Council on Child Abuse and Neglect (UC)	N23	R13

NON-REPRESENTED CLASSES RECOMMENDED FOR SALARY CHANGE

Item No.	Title	Current Salary Schedule & Level	Recommended Salary Schedule & Level
6089	Chief, Aviation Division, Public Works	N23 R14	N23 R13
8807	Executive Director, Arts Commission	N23 R8	N23 R12

REPRESENTED CLASSES APPROVED BY ERCOM FOR TITLE CHANGE

Item No.	Current Title	New Title
7433	Power Equipment Mechanic	Power Equipment Technician
7425	Power Equipment Mechanic Helper I	Power Equipment Technician Helper I
7427	Power Equipment Mechanic Helper II	Power Equipment Technician Helper II
7437	Power Equipment Mechanic Supervisor	Power Equipment Technician Supervisor
7436	Power Equipment Mechanic Working Supervisor	Power Equipment Technician Working Supervisor

TECHNICAL CORRECTIONS FOR NON-REPRESENTED CLASSES

Item Number Correction

Current Item No.	Corrected Item No.	Title
4456	4455	Assistant Administrator, Regional Planning

Salary Correction

Item No.	Title	Current Salary Schedule & Level			Corrected Salary Schedule & Level		
9956	Administrative Deputy, DA (UC)	05/02/2006	N23	R15	05/02/2006	N23	R15
		10/01/2006	N23	R13	10/01/2006	N23	R15
		07/01/2007	N23	R13	07/01/2007	N23	R15
		01/01/2008	N23	R13	01/01/2008	N23	R15
		01/01/2009	N23	R13	01/01/2009	N23	R15

ATTACHMENT B**RECOMMENDATIONS FOR POSITION RECLASSIFICATION****DEPARTMENT OF HEALTH SERVICES – ADMINISTRATION**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Management Secretary III 81H Non-Represented	Management Secretary IV 83H Non-Represented

The subject position is assigned to the Information Systems Resource Management Bureau and provides full-time secretarial support to the Chief, Information Systems, HS (R16), a class commensurate to the deputy director positions within the department. Based on the level of supervisor served and overall scope of responsibility, this position meets the criteria for allocation to the Management Secretary IV, a class which provides secretarial support to a deputy director in a very large and complex County department. Therefore, we recommend upward reclassification to Management Secretary IV.

DEPARTMENT OF HEALTH SERVICES – COASTAL CLUSTER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Physician Specialist, MD P04 Represented	Senior Physician, MD M06 Represented

The subject position reports directly to the Chairman of the Department of Medicine (Chief Physician II) and serves as the Division Chief of Respiratory and Critical Care Physiology and Medicine where it has overall responsibility for managing all clinical, administrative, and teaching activities within the Division. This includes providing and supervising the provision of direct patient care, developing and implementing policies, training programs, and procedures to improve patient care and service delivery within the Division, and serving as first level supervisor to a staff of five full-time physicians with the authority to recruit, complete performance evaluations, and impose discipline and/or terminate contractual physician services. Based upon the organizational structure, the scope of work assigned, and the level of supervisory authority exercised, the subject position meets the classification standards for a Senior Physician, MD, a class that has full technical and supervisory responsibility for a small medical program or a unit within a larger medical program. Therefore, upward reclassification to Senior Physician, MD is recommended.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

DEPARTMENT OF MENTAL HEALTH

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Secretary III 77H Non-Represented	Management Secretary III 81H Non-Represented

The subject position is assigned to the Chief Information Office Bureau and provides full-time secretarial support to the Departmental Chief Information Officer II, a position which was recently reclassified upward and is now part of the Executive Management Team and commensurate with the Deputy Director, Mental Health positions (R14). Deputy Directors assigned to departments similar in size to Mental Health are typically allocated secretarial positions at the level of Management Secretary III. Since secretarial allocations within the County are based primarily upon the level of the supervisor served, we are recommending upward reclassification to Management Secretary III.

DEPARTMENT OF PUBLIC HEALTH – PUBLIC HEALTH SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
5	Epidemiologist 90L Non-Represented	Supervising Epidemiologist NW 94L Non-Represented

The subject positions are assigned to the Sexually Transmitted Disease Program, the HIV Epidemiology Program, the Epidemiology Unit, the Tobacco Prevention and Control Program, and the Immunization Program and are responsible for supervising a staff of Epidemiologist, Research Analyst, and other related technical positions and/or for performing a variety of highly complex and specialized epidemiologic studies and projects that have significant impact across multiple public health program areas. The scope of the responsibilities assigned to these positions meets the Supervising Epidemiologist allocation criteria to supervise and direct the work of Epidemiologists and professional support staff in the provision of planning, designing, implementing, and evaluating multiple health-related surveillance systems, epidemiologic studies and field investigations. Therefore, an upward reclassification to Supervising Epidemiologist is recommended.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

OFFICE OF PUBLIC SAFETY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
6	Officer, Los Angeles County, Police N2 76K Represented	Sergeant, Los Angeles County Police 80K Represented

The subject positions are located in the Internal Affairs Unit and are responsible for investigating allegations of misconduct involving sworn personnel. Since these investigations may also involve matters that are criminal in nature, their handling requires a higher level of training and experience possessed by sworn personnel at a supervisory level to ensure that the investigations are conducted in accordance with the Police Officer's Bill of Rights. Furthermore, the subject positions are often required to invoke the authority of the Chief to order officers to cooperate during investigations. For these reasons and consistent with sworn supervisory positions allocated in other safety or law enforcement agencies to perform internal affairs investigations, an upward reclassification to Sergeant, Los Angeles County Police is recommended.

SHERIFF'S DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
4	Intermediate Typist-Clerk NV 60H Represented	Transcriber Typist N2V 63J Represented
2	Video Production Technician 79B Represented	Video Production Specialist 86A Represented

The subject Intermediate Typist-Clerks are assigned to the Detective Services Division's Homicide Bureau where they spend between 70 and 80 percent of their time transcribing reports with varying degrees of difficulty including audio recorded conversations, monitored jail visits, wire taps, and dictated reports. The assigned duties and scope of responsibilities meet the allocation criteria for Transcriber Typist, a class which transcribes reports, records, letters, and other material of any degree of difficulty, including technical terminology and unusual terms, for at least 50 percent of the time. Therefore, upward reclassification of these positions to Transcriber Typist is recommended.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

The subject Video Production Technicians are assigned to the Video Production Unit in the Professional Development Bureau's Leadership and Training Division where they develop and produce departmental training and informational videos, film significant departmental events, create slideshows and posters, duplicate videos, and maintain the video library. Specifically, the positions write scripts; conduct research by collaborating with colleagues and subject matter experts; edit videotapes to insert music, dialogue, and sound effects; select actors, sets, and locations, and direct the work of casts and crews; determine production size, content, and budget; convert stock footage onto computerized discs; and provide training to interns as needed. The nature and scope of the duties and responsibilities assigned to these positions meets the definition of the Video Production Specialist, a class characterized by the performance of specialized video production duties involving writing, producing and editing video programs, using sophisticated electronic video equipment. Therefore, an upward reclassification of these positions to Video Production Specialist is recommended.

ATTACHMENT C

RECOMMENDED CHANGES TO IMPLEMENT MEASURE A FOR THE BOARD OF SUPERVISORS

Current			Proposed		
Item No.	No Pos.	Title & Range	Item No.	No Pos.	Title & Range
1107A	1	Chief, Civil Service Commission and Employee Relations Commission (R9)	1113A	1	Chief, Civil Service Commission and Employee Relations Commission (UC) (R9)
1106A	1	Chief, Commission Services, Board of Supervisors (R10)	1113A	1	Chief, Civil Service Commission and Employee Relations Commission (UC) (R9)
2609A	1	Director, Information Systems Advisory Body (ISAB) (R14)	2610A	1	Director, Information Systems Advisory Body (UC) (R14)
9104A	1	Executive Assistant, Children and Family Services (R10)	9106A	1	Executive Assistant, Commission for Children and Families (UC) (R10)
8807A	1	Executive Director, Arts Commission (R8) (Note: Recommended change to R12)	8808A	1	Executive Director, Arts Commission (UC) (R12)
1067N	1	Executive Director, Commission on HIV Health Services (R11)	1023N	1	Executive Director, Commission on HIV Health Services (UC) (R11)
1020A	1	Executive Director, Countywide Criminal Justice Coordination Committee (R12)	1074A	1	Executive Director, Countywide Criminal Justice Coordination Committee (UC) (R12)
9095A	1	Executive Director, Inter-Agency Council on Child Abuse and Neglect (ICAN) (R13)	9094A	1	Executive Director, Inter-Agency Council On Child Abuse And Neglect (UC) (R13)